



WASHOE COUNTY

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DA _____
Risk Mgt. _____
HR _____
Other _____

STAFF REPORT

BOARD MEETING DATE: September 8th, 2015

DATE: August 19, 2015

TO: Board of County Commissioners

FROM: Frances Finch, Chief Deputy Treasurer, Treasurer's Department
775-328-2545, ffinch@washoecounty.us

THROUGH: Tammi Davis, Treasurer

SUBJECT: Recommendation to approve a request to increase the change fund from \$50.00 to \$150.00 for the Registrar of Voters; and, if approved, authorize Chairman to execute Resolution for same. (All Commission Districts)

SUMMARY

A request has been made by the Registrar of Voters for a \$100.00 increase to their change fund. This request has been reviewed and approved by both the Treasurer and the Comptroller.

Strategic Objective supported by this item: Achieving Long Term Financial Sustainability

PREVIOUS ACTION

The change fund was established in 1989 and has had no increase.

BACKGROUND

The Registrar of Voters currently has one, \$50.00 change fund. Customer transactions are often small dollar amounts (\$10.00 or less). Many customers present \$20 bills that deplete change quickly. This increase will allow the Registrar of Voters to better serve customers and increase office efficiency.

FISCAL IMPACT None.

RECOMMENDATION

It is recommended to approve a request to increase the change fund from \$50.00 to \$150.00 for the Registrar of Voters; and, if approved, authorize Chairman to execute Resolution for same.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve a request to increase the change fund from \$50.00 to \$150.00 for the Registrar of Voters; and, if approved, authorize Chairman to execute Resolution for same.

AGENDA ITEM # 5B

RESOLUTION Increase Change Fund from \$50.00 to \$150.00 for the Registrar of Voters.

WHEREAS, The Board of County Commissioners of Washoe County, pursuant to NRS 354.609, has the authority to create and fund change fund accounts; and

WHEREAS, the Registrar of Voters has requested an increase in the petty cash fund from \$50.00 to \$150.00 to assist in the administration of that office; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA as follows:

1. That, pursuant to the provisions of NRS 354.609, the County Treasurer and the County Comptroller are hereby authorized and directed to take all necessary steps to establish and account for an increase in the change fund of \$100.00 (for a total change fund of \$150.00) for the Registrar of Voters.

2. That the above additional \$100.00 will be funded from the Washoe County Treasurer's Commercial Bank Account.

3. That said change fund will be used exclusively for transactions related to the Public Administrator.

4. That the Department Head shall henceforth be held accountable for the change fund authorized by this resolution.

5. That the County Clerk is directed to distribute copies of this Resolution to the Washoe County Treasurer, Comptroller, Internal Auditor and Registrar of Voters.

ADOPTED this 8th day of September, 2015.

By: _____

Chairwoman
Washoe County Commission

ATTEST:

Washoe County Clerk



**OFFICE OF THE WASHOE COUNTY
REGISTRAR OF VOTERS
Luanne Cutler, Registrar**



Contact Us
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electionsdepartment@washoecounty.us

Senior Deputies
Cate Salim
Heather Carmen
Deanna Spikula
Sara Warr
April Dulong

TO: Tammi Davis, Washoe County Treasurer

FROM: Luanne Cutler, Registrar of Voters

DATE: August 14, 2015

SUBJECT: Increasing Cash Drawer Limit

Please consider this memo an official request to increase the amount of cash we are allowed to maintain in our cash drawer.

The amount has not been changed since I began working here in 1989 so it's probably time to do so. We find that we often run out of the change necessary to supply our customers. A good portion of our transactions are small dollar amounts (\$10 or less). Many people get their cash from an ATM that, of course, only dispenses \$20 bills. Even though we don't really have a need for more cash, we have a need to be able to keep more, small bills on hand.

We would like to increase our cash drawer base to \$150. This will require an additional \$100.

Let me know if you have any questions. Thank you!